

M e m o r a n d u m

Date: July 15, 2010

To: Cottonwood Inspection Facility
Attention: Lieutenant G. R. Peck

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.A07146.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Cottonwood Inspection Facility was conducted on February 9, 2010. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including weapons, was completed by the Property Inspector (PI) on June 15, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across three property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 157 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 47 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	81	51.59%	23.22	24
Telecommunications	43	27.39%	12.33	13
Fleet	0	0.00%	0.00	0
Weapons	33	21.02%	9.46	10
Total	157			47

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, all 47 items were located and no discrepancies noted.

When comparing equipment assigned to the command to the OPI inventory lists, 14 of the 15 items reconciled. One item located on-site was transferred to the command and the CHP 266, Credit Memo – Equipment, form is attached to this report. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

I request your command research and investigate the minor discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify any variance. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspector General by October 14, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Cottonwood Inspection Facility
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The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Field
Northern Division
Fiscal Management Section
Office of Inspector General, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTOR GENERAL, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Cottonwood Inspection Facility
June 15, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
FILE SERVER	1521588				X		Item transferred into command on 5/12/10, CHP 266 attached.

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
Cottonwood Inspection Facility - 131

ATTACHMENT B

ASSET #			DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	101561		MACHINE FACSIMILE	SG659K305Q	X					
2	106051		CASSETTE RECORDERS	2253136546	X					
3	108124		CANOPY 10X10 E-Z UP/ACCESSORY		X					
4	130672		ROUTER	JMX0721L10L	X					
5	134180		BRIDGE	FHK0736P084	X					
6	136289		COMPUTER	2UA44907XF	X					
7	137083		DETECTOR GAMMA RAY	26543	X					
8	139451		PRINTER	CNDXF02296	X					
9	139452		PRINTER	CNDXB20714	X					
10	139453		PRINTER	CNDXC17242	X					
11	139858		PRINTER	CNDXC19429	X					
12	139859		PRINTER	CNDXD14220	X					
13	142316		DVD PLAYER	170K1947	X					
14	149863		Uninterruptable Power Sour (SOURCE)	AS0704330582	X					
15	164241		COMPUTER	MXL8320B25	X					
16	164250		COMPUTER	MXL8320B7Z	X					
17	164261		COMPUTER	MXL8320B64	X					
18	164262		COMPUTER	MXL8320B6W	X					
19	164269		COMPUTER	MXL8320B24	X					
20	164381		COMPUTER	MXL8320B6P	X					
21	164382		COMPUTER	MXL8320B4J	X					
22	164386		COMPUTER	MXL8320B54	X					
23	164387		COMPUTER	MXL8320B3Y	X					
24	95887		ION CHAMBER METER	386	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
Cottonwood Inspection Facility - 131**

ATTACHMENT B

ASSET #			DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST										
1	130848		COMPUTER	USW3330BH8	X					
2	139856		PRINTER	CNDXD14245	X					
3	143916		SWITCH	FOC1017ZD3H	X					
4	147703		PRINTER	CNWB07573	X					
5	163958		COPIER / PRINTER DIGITAL MULTI-FUNCTIONAL	96000612	X					
6	164243		COMPUTER	MXL83209ZP	X					
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)										
7	1521588		FILE SERVER				X			Item transferred into command on 5/12/10, CHP 266 attached.

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Cottonwood Inspection Facility - 131

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R37680	Portable Radio	REMOTE	302284407	X					
2	R49916	Base Station - rack type		8053357-23	X					
3	R62891	Hand-Held Radio	15099	402AWW4834	X					
4	R63863	Hand-Held Radio	12081	MM 09-045 402AWY0832	X					
5	R65704	Hand-Held Radio	16513	MM 09-045 402AWY7537	X					
6	R66073	Hand-Held Radio	13882	402AWY9686	X					
7	R67495	Hand-Held Radio	13474	402AXA4380	X					
8	R67858	Hand-Held Radio	14467	402AXA4109	X					
9	R71103	Battery Charger - Radio			X					
10	R71582	Analyzer/Conditioner - Radio			X					
11	R77401	Telephone System			X					
12	R79071	Citizen Band Radio		85014461	X					
13	R89002	Battery Charger - Radio			X					
EQUIPMENT TO INVENTORY LIST										
1	R36297	Scanner		272A50465	X					
2	R40514	Remote Console		883027	X					
3	R62756	Hand-Held Radio	10964	402AWW4810	X					
4	R70416	Battery Charger - Radio			X					
5	R70420	Battery Charger - Radio			X					
6	R76071	Announcer - Telephone		3694	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

This section is blank.

ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
131 - Cottonwood IF

May 14, 2010

Officer Issued Weapons

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

Issued to officer: [REDACTED]

[REDACTED]

[REDACTED]

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

[REDACTED]

Issued to officer: [REDACTED]

[REDACTED]

Officer Issued Weapons Total:

Area Issued Weapons

Serial#Control#Comments

(202) Issued to Area/Division

Ser#

Control#

Comments

Issued to Area/Division:

Ser#Control#

Comments

Ser#

Control#

Comments

(202) Issued to Area/Division

Ser#

Control#

Comments

Issued to Area/Division:

(202) Issued to Area/Division

Ser#

Control#

Comments

Department of California Highway Patrol
Complete Area Inventory
131 - Cottonwood IF

May 14, 2010

[REDACTED]
Issued to Area/Division:

[REDACTED]
Area Issued Weapons Total:

Area Grand Total:

SUPPORTING DOCUMENTATION

Item Number**Look up by**☒ **Tag #** ☐ **Serial #**

Look up

Asset Information**Asset #** 152188**SN** FTG35D1**Model #** POWER EDGE 2950**Description** FILE SERVER**Vendor Name** MARKETWARE TECHNOLOG**Warranty End** 03-JUL-2010**Asset Key** FILE SERVER.POWER EDGE 2950.NONE**Location** 041.00.00.CW**Vehicle #****Assigned to Vehicle LC#**